

**CITY OF QUINTE WEST
LABOUR MANAGEMENT
MEETING NOTES**

**Wednesday, December 16, 2015
3:00 p.m.**

Caucus Room

Present

Doug Villeneuve, CUPE Local 799 President – Co-Chair (regrets)
Scott Reid, CUPE Local 799 Vice-President
Kevin Baceda, CUPE Local 799
Jim Bryer, CUPE Local 799
William Sikkema, CUPE Local 799

Charlie Murphy, Chief Administrative Officer
Chris Angelo, Director of Public Works & Environmental Services -
Co-Chair
David Clazie, Director of Corporate & Financial Services (regrets)
Lori Coxwell-Duncan, Manager of Human Resources (regrets)
Brian Jardine, Director of Planning & Development Services
Yvonne King, Executive Assistant – Recording Secretary

Discussion Items:

- Charlie welcomed everyone to the meeting.
 - Charlie asked if anyone had comments regarding the September 24, 2015 meeting minutes – all in attendance agreed that they had no issue with the minutes.
- 1. Job Evaluation & Terms of Reference**
- Charlie confirmed that the new Job Evaluation Terms of Reference has been finalized and signed.
 - Yvonne will forward the Terms of Reference to Madeleine Fraser to put on the local's website – they will be distributed to staff via the same process as job awards/postings, as well as emailed to all staff.
- 2. Group B Summer Hours Schedule**
- The 2016 summer hours trial for Group B will run as follows:
Begins: Monday March 28, 2016. (Pay period beginning Sunday March 27, 2016).
Ends: Friday October 7, 2016. (Pay period ending Saturday October 8, 2016).
 - Scheduling should be easier this year since each department now has a template.
 - Vacation schedules should be set early in the new year.
 - The extended summer hours schedule should highlight the impact on service levels.
 - Charlie has received positive feedback from staff – Charlie also commented that Council is supportive of summer hours.

3. Clothing and Safety Footwear Committee

- At the local's membership meeting on November 19, 2015, the Clothing and Safety Footwear Committee was established - the members selected are as follows:

Group A: Fred Hayward

Group B: Carrie Smith

Group C: Kevin Baceda

Group D: Scott Reid

- The non-union representatives are as follows:

Jim Turner

Matt Tracey

Phillip Lappan

David Clazie

- An introductory meeting has been scheduled for January 12, 2016.
- Lori is compiling background information for the meeting.

4. Collective Agreement Draft

- The Collective Agreement has been finalized - Yvonne will submit to the printer December 17, 2015 – taking into consideration JBPrint holiday schedule, copies of the agreement will be available the week of January 11, 2016.

5. Retro Payout Scheduled for February 2016 &

6. Letter for Staff to take to Financial Advisor

- Finance and Payroll will finalize the retro payout amounts on December 18, 2015.
- Charlie acknowledged that this process has been a lot of work – it is very important that the payments are calculated correctly.
- Letters outlining the details of the retro payments will be distributed to staff the week of January 4, 2016.
- The payment is scheduled for February 4, 2016.


7. Other Business

- The Lead Hand process will roll-out the 2nd week of January.
- Chris and Charlie will meet with staff to discuss the application process.

Adjournment The meeting adjourned at 3:30 p.m.


Chris Angelo, Co-Chair


Doug Villeneuve, Co-Chair


Yvonne King, Recording Secretary